




FEMA

Grant Programs Directorate Information Bulletin
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MEMORANDUM FOR: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors
All Urban Area Security Initiative Points of Contact
All Tribal Nation Points of Contact
All Eligible Regional Transit Agencies
All Private Sector Transportation Security Partners
All Public and Private Sector Port Security Partners

FROM: Thomas DiNanno
Assistant Administrator for Grant Programs 
Federal Emergency Management Agency

SUBJECT: **Review and Approval Requirements for Training Courses
Funded Through Preparedness Grants**

I. Purpose

The purpose of this Information Bulletin (IB) is to reissue the policies initially set forth in applicable Fiscal Year (FY) 2012 Preparedness Grant Program Funding Opportunity Announcements (FOAs) regarding training course approval requirements (i.e., the “three for free” rule) and the conditions for personnel attending non-Federal Emergency Management Agency (FEMA) approved training. This IB updates and supersedes FEMA Policy 207-008-064-1, *Review and Approval Requirements for Training Courses Funded Through Preparedness Grants*, dated September 10, 2013. The only significant update addressed in this IB is to the training resource information for the Port Security Grant Program (PSGP).

With the exception of Countering Violent Extremism (CVE) courses, states, territories, tribal entities, and local governments are not required to submit grant-funded, non-FEMA courses to the National Training and Education Division (NTED) for review.

II. Applicability

This IB is applicable to all open and future awards issued under the following grant programs:

- Homeland Security Grant Program (HSGP)
 - State Homeland Security Program (SHSP)
 - Urban Area Security Initiative (UASI)
 - Operation Stonegarden (OPSG)
- Tribal Homeland Security Grant Program (THSGP)
- Nonprofit Security Grant Program (NSGP)
- Emergency Management Performance Grant (EMPG) Program
- Transit Security Grant Program (TSGP)
- Intercity Passenger Rail Security Grant Program (IPR)
- Intercity Bus Security Grant Program (IBSGP)
- Port Security Grant Program (PSGP)

III. Guidance

- A. Although FEMA preparedness program recipients are encouraged to select training courses that have been approved by the NTED and listed in the NTED State and Federal Sponsored Course Catalog (or in the case of Port Security Grant Program recipients, courses approved by the U.S. Coast Guard), preparedness funds may be used to support the delivery and attendance of non-FEMA training courses.
- B. With the exception of CVE courses, states, territories, tribal entities, and local governments are not required to submit grant-funded, non-FEMA courses to NTED for review under the current course review and approval process. In previous years, FEMA funding guidance and/or NOFOs stated that the State Administrative Agency (SAA) or Training Point of Contact (TPOC) was allowed three deliveries of the same course within a state or territory before the non-FEMA training course curriculum was required to go through the NTED State Course Review and Approval Process. Although the current State Course Review and Approval Process is still available to any state, there is no longer a requirement to submit a course for review after three deliveries.
- C. Further, states, territories, tribal entities, and local governments are no longer required to request approval from FEMA for personnel to attend non-FEMA training as long as the training is coordinated with and approved by the SAA state or territory or TPOC, and falls within the FEMA mission scope and the jurisdiction's Emergency Operations Plan.
- D. States, territories, tribal entities, and local governments are required, within 30 days of attendance, to submit information through the SAA or TPOC to FirstResponderTraining@fema.dhs.gov for all training supported with HSGP and EMPG funds. This information will consist of course title, course description, mission area, level of training, the training provider, the date of the course, the number and associated disciplines of the individuals, and the sponsoring jurisdiction. States, territories, tribal entities, and local governments intending to use FEMA funds to support attendance at training not provided by FEMA must ensure these courses:

1. Fall within the FEMA mission scope to prepare state, local, tribal, and territorial personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and catastrophic events;
 2. Build capabilities that: (a) support a specific training need identified by the state, territory, tribal entities, or local government, and (b) comport with the state, territory, or urban area's Threat and Hazard Identification and Risk Assessment;
 3. Address specific core capabilities articulated in the National Preparedness Goal;
 4. Support the specific program training activities identified in the individual grant programs for which the funding will be used; and
 5. Comply with FEMA GPD [IB #373, Ensuring Training on Counter Terrorism and Countering Violent Extremism is Consistent with United States Government \(USG\) and Department of Homeland Security Policy.](#)
- E. FEMA will continue to conduct periodic reviews of all state, territory, and urban area training funded by FEMA. These reviews may include requests for all course materials and physical observation of, or participation in, the funded training. Recipients are advised that if these reviews determine that attended courses are outside the scope of this guidance, recipients could be required to repay grant funds expended for those courses.
- F. CVE training courses and courses related to countering violent extremism are excluded from this policy; NTED will continue to review and approve CVE courses. Further, states, territories, tribal entities, and urban areas are required to submit grant-funded, non-FEMA CVE courses to NTED for review under the current course review and approval process after three deliveries. This will be done to ensure that the training aligns with the Federal approach to CVE, including prioritizing civil rights and civil liberties and building partnerships with communities.
- G. PSGP funding for non-FEMA training courses may be permitted on a case-by-case basis depending on the specific maritime security training needs of the eligible PSGP applicant. In such cases, the applicant will be required to explain in the Investment Justification (IJ) why none of the approved courses satisfy the identified training need and must submit detailed course information for review and consideration by the local field review team and the National Review Panel. The IJ must also provide assurance that the requested course:
1. Falls within the FEMA mission scope to prepare state, local, tribal, and territorial personnel to prevent, protect against, respond to, and recover from acts of terrorism and catastrophic events;
 2. Builds additional capabilities that support a specific training need identified by the Port-Wide Risk Mitigation Plan (if applicable), Area Maritime Security Plan, Area Maritime Security Committee, or Coast Guard Captain of the Port;

3. Addresses specific tasks and/or competencies articulated in FEMA's Emergency Responder Guidelines and the Homeland Security Guidelines for Prevention and Deterrence;
 4. Addresses specific capabilities articulated in the core capabilities identified in the National Preparedness Goal; and
 5. Supports PSGP priorities.
- H. The NTED Course Catalog provides valuable information about NTED's training courses and training providers, including course prerequisites and how to schedule and attend courses. Also available are catalogs of all state-sponsored and Federal-sponsored courses that fall within the NTED mission scope and have been approved through the NTED course review and approval process. The NTED catalogs may be viewed at the <http://www.firstrespondertraining.gov> website. Information on Coast Guard approved courses is available on the National Maritime Center website at: <https://www.dco.uscg.mil/Our-Organization/Assistant-Commandant-for-Prevention-Policy-CG-5P/National-Maritime-Center-NMC/Training-Assessments/>

IV. Questions

Questions regarding this IB may be directed to AskCSID@fema.dhs.gov.

V. Review Date

This IB will be reviewed five years from the date of issuance.